

Abdullah ElHamrawi

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Professional Summary

Business Management graduate from the Lebanese American University (LAU) with proven leadership experience in operations, project management, business development, and team coordination. Successfully led a 13-member executive team, managed project budgets, organized large-scale community initiatives, and coordinated events with over 140 participants. Seeking an Operations Coordinator, Project Coordinator, Client Success, or Management Trainee position.

Education

B.S. Business Management, Lebanese American University (LAU), 2023–2026
Relevant coursework: Operations Management, Strategic Management, Financial Management, Project Management, Marketing, Business Analytics

Professional Experience

Vice President – Rotaract Club Bekaa-Zahle

- Led a 13-member executive team.
- Supervised 5 volunteers.
- Organized 15 community and educational events.
- Managed project budgets totaling approximately \$500.
- Coordinated an event attended by over 140 participants.
- Led the HEYA Ride initiative.
- Organized AI Skills to Succeed workshop.
- Planned fundraising campaigns and community partnerships.
- Completed the Rotary District 2452 Leadership Program.

Sales Representative – Adir Insurance

- Generated prospective client leads.
- Presented insurance solutions.
- Built client relationships.
- Strengthened communication and negotiation skills.

Technical Skills

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Google Workspace, Canva, ChatGPT, Data Analysis, Project Coordination, Budget Management, Business Development

Core Competencies

Leadership, Operations Management, Project Management, Team Leadership, Strategic Planning, Financial Analysis, Stakeholder Management, Communication, Negotiation, Problem Solving

Languages

Arabic (Native)
English (Native)

References

Available upon request.